

Exempt Positions

1. What are exempt positions and how many do I have?

- Exempt employees serve at the pleasure of the appointing authority.
- Neither rules nor collective bargaining agreements apply to exempt positions.
- Agencies have maximum flexibility in hiring, salary setting and separation.
- A limited number of exempt positions are provided for in your statute and/or in Department of Personnel's.

2. How do I increase or decrease the number of exempt positions I have?

- A very small number of additional exemptions are provided for in the Governor's pool. Requires approval of the Governor's Office and the Director of DOP.
- There is no requirement to fill all exempt positions.
- You may eliminate exempt positions as part of your management reductions.
- Beware of multi-fills.

3. What requirements do I follow while separating exempt employees?

- Exempt employees are "at will" employees and serve at your discretion.
- Exempt employees with previous classified service have statutory return rights.
- Your Human Resource Manager was briefed and provided sample letters in late winter in preparation for transition.
- DOP and/or the Labor and Personnel Assistant Attorney General assigned to your agency are available for assistance.

4. What outplacement services are available for exempts that are separated?

- DOP can provide confidential career counseling and job search services.
- DOP can help link with unemployment benefits provided by the Employment Security Department.

5. What services are available to assist in filling exempt positions?

- You may conduct your own informal or formal recruitment process using your human resource office.
- DOP can assist with any portion of the process or our Executive Search Services can conduct the recruitment for you.